PeopleSoft and STORM have now merged into PeopleSoft version 9. Depending on your security access and more importantly your work needs, you will now have access to PeopleSoft v9 which includes your previous STORM access. STORM now provides you with not only an updated look and feel but new functionality.

This document will define all of the functionality available to various users within the STORM collection. You may see all of the custom collection menus (Admissions, Financial Aid, etc.) in your left menu or you may not have access to items discussed in this document. You only have access to your approved functionality.

To understand how to access the “New” STORM, gain an understanding of the new navigation and to personalize your home page, refer to the document “Staff Navigation and Personalization PSv9.doc” in the Documentation section on the SISS Office Website (http://www.sissoffice.duke.edu/training_document.htm)

The “New” STORM Collection

The “New” STORM Collection includes the following menu items and access to each item is dependent on your security access.

**STORM**

- **Student Admin Center** (Student)
  View an at-a-glance overview of a student's information. Find quick links to more detailed information and to common administrative tasks.

- **Department Center**
  Soft Service Department Center

- **Class Search**
  Use search criteria to find a class or browse the course catalog.

- **Browse Course Catalog**
  Browse the course catalog by subject.

- **Run Reports**
  Pre-defined reports based upon your security.

**Student Admin Center:** Use the Student Admin Center to view at glance all student information.

**Department Center:** Use the Department Center to manage all your classes and related activities.

**Class Search:** Use the search criteria to find a class or browse the schedule of classes.

**Browse Course Catalog:** Browse the course catalog by subject. This is a new feature in version 9.0.

**Faculty Search:** Use the search to locate what courses a faculty member is/was teaching.

**Reports:** Run existing query reports to an HTML page or XML.
Student Admin Center

Click on the link from the STORM collections. This link will bring you to the Student Search page.

 Career, program and plan lists are determined by security.

You can save your search criteria and use it again.

Student Search can be done by using one of the following fields or a combination of different fields:

- Student ID
- Student Name
- Duke Unique ID
- National ID (SSN)
- Academic Career
- Academic Plan
- Expected Graduation Term
- Academic Program Status (defaults to “AC” for active students)

Search parameters have expanded in version 9.
Student Admin Center (Student) cont’d.

Once the search results are returned, click on the desired row of data and you will be brought to the first tab that contains the “student center”. This is a view of what a student sees in their Student Center.

To perform another student search, click the button to go back the search page.
Student Admin Center (Student) cont’d.

The Student Admin Center views all student information:

- **Academics:**
  - My Class Schedule
  - Book Bag
  - My Planner
  - AR – Current Report (Advisement)
  - Assignment – Medical School Students Only
  - Course History
  - Exam Schedule
  - First Year Questions
  - Grades
  - Long Range Plan
  - Transfer Credit: Report

- **Finances:**
  - Account Activity
  - Bills
  - Payments
  - Pending Financial Aid

- **Personal Information**
  - Demographic Data
  - Emergency Contact
  - Addresses

- **Search for Classes**

- **Announcements** – Student announcement will be displayed here for students.

- **Holds** – Negative service indicators i.e. that affect registration or transcripts.

- **To Do List** – Incomplete Checklist items are displayed here for students to complete.

- **Enrollment Dates** – Displays Book bag and enrollment window(s).

- **Eligible to Enroll** – Indicates whether a student is or is not eligible to enroll. If checked (yes), the student can enroll and if not checked (no), the student is not able to enroll. Replaces the student PIN.

- **Advisor** – List the student’s advisor and the advisor’s contact information.

- **Dean** – List the student’s dean.

- **Duke Sites** – List website related to Duke University, NOT specific to a school or group of student.

- **Other Related Sites** – List other websites that affect student activities at Duke.
General Information tab

This is where you have the ability to view or update student information based on your database security.

<table>
<thead>
<tr>
<th>Service Indicators</th>
<th>Initiated Checklists</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communications</td>
<td>Comments</td>
</tr>
<tr>
<td>Student Groups</td>
<td>Personal Data</td>
</tr>
<tr>
<td>National ID</td>
<td>Names</td>
</tr>
<tr>
<td>Addresses</td>
<td>Phones</td>
</tr>
<tr>
<td>Email Addresses</td>
<td>Relationships</td>
</tr>
<tr>
<td>Athletics</td>
<td>Community Standard</td>
</tr>
<tr>
<td>Eligible to Enroll</td>
<td>Milestones</td>
</tr>
</tbody>
</table>

By clicking on the individual links above, you will see summaries of the student data or be provided with an edit button (if you have the security to edit particular data). If you do have the edit button, click on the button and you will be taken to the correct pages to complete the edits.

For example, you can only view or edit service indicators that you have security for.

**Admissions**

Test Score data is located under the Admissions tab. If you have access to test score data, information will be available on this page. If you do not have access, then you will receive the message “No data available”. Note: If you believe you should have access to test score data and do not, please notify the SISS Office.

**Transfer Credit**

To view the status of a student’s transfer credits, select the transfer credit tab and select the **Detail** link to for additional details.
Student Admin Center (Student) cont’d.

Select the Academics tab to view all the academic information for a student. This page displays information such as Career, Program, Plan, Status, Expected Graduation Term.
**Finances**

Select the Finances tab to view all the tuition and account information for a student. This page displays Tuition Calculation Summary and Account Summary information.

<table>
<thead>
<tr>
<th>Date</th>
<th>Term</th>
<th>Description</th>
<th>Due Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/01/2009</td>
<td>2009 Fall</td>
<td>Tuition Fee, Dependent</td>
<td>42.00</td>
</tr>
<tr>
<td>09/01/2009</td>
<td>2009 Fall</td>
<td>Residence Fee</td>
<td>100.00</td>
</tr>
<tr>
<td>09/01/2009</td>
<td>2009 Fall</td>
<td>Student Activity Fee</td>
<td>111.00</td>
</tr>
<tr>
<td>09/01/2009</td>
<td>2009 Fall</td>
<td>Student Service Fee</td>
<td>133.90</td>
</tr>
<tr>
<td>09/01/2009</td>
<td>2009 Fall</td>
<td>Health Fee</td>
<td>284.00</td>
</tr>
<tr>
<td>09/01/2009</td>
<td>2009 Fall</td>
<td>Insurance</td>
<td>1,504.00</td>
</tr>
<tr>
<td>11/12/2009</td>
<td>2009 Fall</td>
<td>Tuition Refund</td>
<td>13,222.50</td>
</tr>
</tbody>
</table>

**Refunds**

- Refundable Credits: 0.00 USD
- Last Refunded: 04/15/2009
- Total Refund: 250.00 USD
- Refund Status: AP Interface Created
- Address: Box 1515, Durham, NC 27708, Durham
Financial Aid

Select the Financial Aid tab to view all the award and aid information for a student. This page displays all of the financial aid data for a student.
**Department Center**

Click on the [Department Center](#) link from the STORM collections. This link will bring the department staff to the Department Center page.

On the Department Center tab, you can view a list of classes you manage or list the classes by subject and subject number.
**Department Center cont’d**

This page displays a full class list with various icons, i.e. Class Roster, Cross-listed Class Roster, Cross Section and Class Options.

Here’s a legend of icons to identify certain information about each class.
Click on the button to access the class characteristics. This page allows you to view and in some cases, depending on your security, make edits to various class characteristics.

**Class Description and Meeting Pattern:** View Only (cannot edit this data).

**Instructors:** You may add or delete instructors, TA's or staff graders.

**Class Capacities:** You may change the class capacity.

**Permission Numbers:** You may add both “add permissions” and “drop permission” numbers here.

**Class Attributes:** You may add or delete class attributes.

**Duke Digital Initiative:** You can add a class to be an iPod requirement.
**Class Search**

You can perform a class search of the Schedule of Classes from the Department Center or from the main STORM collection menu by selecting Class Search.

Enter various criteria for the class for which you are searching and click the **SEARCH** button to get your results.
Class Search cont’d.

When you search results are returned, click on the section of the class (underlined in blue) to view the class details.

Return to the Department Center by click on this link or the Department Center at the View Synopsis and Course Evaluation from these links. Note: Links only appear if there is a synopsis or evaluation for the course.
**Browse Catalog**

Click on the "Browse Course Catalog" link from the STORM collections. This link will bring you to a list of ALL (from A – Z) active courses at the university. Note: Not all courses in the catalog appear each semester in the Schedule of Classes.

When you expand a Subject, a display of all the course titles appears.

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Typically Offered</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>Duke Administered Study Abroad: Advanced Special Topics In Balto-Finnic</td>
<td></td>
</tr>
<tr>
<td>101</td>
<td>Elementary Estonian</td>
<td></td>
</tr>
<tr>
<td>202</td>
<td>Elementary Estonian</td>
<td></td>
</tr>
<tr>
<td>203</td>
<td>Elementary Finnish</td>
<td></td>
</tr>
<tr>
<td>204</td>
<td>Elementary Finnish</td>
<td></td>
</tr>
</tbody>
</table>

**BSS - Black Church Studies**

**BES - Biomedical Engineering St Prag**
# Browse Course Catalog cont’d

Select a course number. You will see the details about the specific course.

## BALTFIN 100 - Duke-Administered Study Abroad: Advanced Special Topics in Belto-Finnic

<table>
<thead>
<tr>
<th>Course Detail</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Career</td>
<td>Undergraduate</td>
</tr>
<tr>
<td>Units</td>
<td>1.00</td>
</tr>
<tr>
<td>Grading Basis</td>
<td>Graded</td>
</tr>
<tr>
<td>Course Components</td>
<td>Lecture</td>
</tr>
</tbody>
</table>

### Enrollment Information

<table>
<thead>
<tr>
<th>Course Attribute</th>
<th>Cross Cultural Inquiry</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Taught off campus</td>
</tr>
</tbody>
</table>

### Description

Topics differ by section. Instructors: Staff

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*This course has not been scheduled.*
Reports

You may access the Reports section from the tab in the Department Center or from the STORM collection menu. This page contains Duke customized reports built for users (same as was available in the previous STORM). Currently these are being re-built for PeopleSoft v9 and will be available soon.

Each of these reports will return results based on your security access. For example, if you only have access to see Chemistry students, then that is what will be returned in the report.

For reference, if a report refers to “Org” or “Organizational” that means the report runs based off of your Department access and if it refers to “Plan” or “Academic Plan” then that reports runs based off your access to specific students.

The report results open in a new window. Please set your pop-up blockers to allow pop-ups for the PeopleSoft v9 site (www.siss.duke.edu).